



WORCESTER
S T A T E
UNIVERSITY

Finding Aid for Historical University Administration

Created by James Watson, October 22, 2019

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Archives and Special Collections
Worcester State University Library

Worcester State University
486 Chandler Street

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COLLECTION OVERVIEW

Call Number	WSU.0033
Repository	Archives and Special Collections, Worcester State University
Location	Learning Resource Center, L-328A
Title	Historical Administration
Date range	1871-1999, Bulk 1940-1960
Extent:	3 linear feet (4 boxes)
Creator(s)	Staff and faculty of Worcester State University: staff of the Commonwealth of Massachusetts
Language(s)	English
Abstract	This collection contains a wide variety of materials that pertained to the administrative duties of Worcester State Teaching College from its formative years up through the late 20th century. Much of the records include financial information, reports to state administrations, annual reports, yearly statistics and more. Not all years are represented equally and some years are omitted entirely.

ACCESS AND USE INFORMATION

Physical Access	Materials are available for use only in the Archives Reading Room (L-328A). Users must handle materials with clean hands.
Copyright and ownership	Researchers are responsible to obtain appropriate permissions before republishing materials under copyright.

Citation format [Box/folder], Worcester State University, Historical University Administration, Archives and Special Collections, Worcester State University Library.

ACQUISITION AND PROCESSING INFORMATION

Accession number(s) Pre2015.0005; 0024; 0044; 0045; 0047; 0048; 0057.

Provenance Deposited by unknown person(s) some time prior to 2015.

Processing information Collection was organized by the Archivist in 2016 and reorganized as necessary and processed by James Watson, graduate archives assistant.

Biographical and historical information Opened in 1874, the Worcester Normal School was the 5th teacher's training college in Massachusetts. Changes in curriculum resulted in name changes over time from Worcester State Teachers College, to State College, to University. Expanding curriculum and student populations led to steady growth of the Administration's functions, offices, and personnel.

SCOPE AND CONTENT

The collection includes historical documentation that covers some of the earliest years of Worcester State, illuminating the processes that went into acquiring funding, reviewing programs, and setting up scholarships. Also present are financial and personnel records from the early to mid 20th century as well as reports to and from the Commonwealth.

ARRANGEMENT

This collection is arranged in four series.

Series I **Reports**

This series contains primarily reports that detail aspects of financial and administrative goings-on at WSU from the perspective of both internal and external sources.

Series II

Financial

This series contains financial reports from WSU, including salary rates, bank books and scholarship creation.

Series III

Personnel

This series contains documents that pertain to either specific faculty or the general WSU faculty at large.

Series IV

Programs, Statistics & General works

This series contains documents that did not fit into the other series. It includes program information for student teaching, founding documents for the school, faculty addresses and other documentations.

ACCESS POINTS

Terms below correspond to Library of Congress name or subject headings. [Use WSU as at least one "organization"; use others if available. Use at least three. Use LOC authorities to identify <http://authorities.loc.gov/>]

Organizations

Worcester State Teaching College
Worcester State College
Worcester State Normal School

General

Worcester, Massachusetts

Subject Terms

Normal Schools

RELATED COLLECTIONS

Call Number

Title

WSU.0001

Course Catalogs, 1874-2019

WSU.0019

Historical Clippings, 1945-2007

DESCRIPTIVE INVENTORY

Series I

Reports

Box/fldr

Title

4.8

Annual Report, 1918

4.9

Annual Report, 1947

4.10

Annual Report, 1948

- 4.11 Annual Report, 1949
- 4.12 Annual Report, 1950
- 4.13 Annual Report, 1951
- 4.14 Annual Report, 1952
- 4.15 Annual Report, 1953
- 4.16 Annual Report, 1954
- 4.17 Annual Report, 1955
- 4.18 Annual Report, 1956
- 4.19 Annual Report, 1957
- 4.20 Annual Report, 1958
- 4.21 Annual Report, 1959
- 4.22 Annual Report, 1961
- 4.23 Annual Report, 1966
- 4.24 Annual Report, 1967
- 4.25 Annual Report, 1968
- 4.26 Annual Report, 1969
- 4.27 Annual Report, n.d.
- 1.1 Commonwealth: Auditor Report, 1923-1925
- 1.2 Commonwealth: Auditor Report, 1931-1932
- 1.3 Commonwealth: Auditor Report, 1932-1933
- 1.4 Commonwealth: Auditor Report, 1933-1934
- 1.5 Commonwealth: Auditor Report, 1952
- 1.6 Commonwealth: Board of Retirement, 1921-1925
- 1.8 Commonwealth: Correspondence, 1952-1953
- 1.11 Commonwealth: Save the Teacher's College, 1939
- 1.9 Commonwealth: School Committee Reports, 1871-1875
- 1.12 Commonwealth: State College Annual Report, 1967
- 1.10 Commonwealth: State College Designation, 1960
- 1.13 Commonwealth: Teacher's College, 1943-1953
- 1.14 Commonwealth: Teacher's College Admin. Reports, 1910-1932
- 1.15 Commonwealth: Teachers College Placement, 1959
- 1.16 Commonwealth: Teacher's College reports, 1940
- 1.17 Commonwealth: Teacher's College reports, 1941
- 1.18 Commonwealth: Teacher's College reports, 1955

Series II

Financial

- 1.7 Commonwealth: Budget Estimate, 1952
- 1.19 Financial: Bank Books, 1935-1942

- 1.20 Financial: Bookstore, n.d.
- 1.21 Financial: Budget, 1955
- 1.22 Financial: Cash Book reconciliation, 1956
- 2.1 Financial: Checks, 1910-1912
- 2.2 Financial: Fees, 1940
- 2.3 Financial: Income Statement, 1948
- 2.4 Financial Notebooks, 1953
- 2.5 Financial: Notebook 1953-1954
- 2.6 Financial: Petty Cash, 1955
- 2.7 Financial: Retirement Deductions, 1915-1916
- 2.8 Financial: Phys. Ed. Fund, 1932
- 2.9 Financial: Scholarship Fund, 1955
- 2.10 Finances: Scholarship TEA, 1955
- 2.11 Financial: State Aid Fund, 1875-1900
- 2.12 Financial: Student Aid Fund, 1918-1942
- 2.13 Financial: Student Worker Payroll, 1940

Series III

Personnel

- 3.1 Personnel: Faculty Attendance Record, 1960
- 3.2 Personnel: Faculty Attendance Record, 1961
- 3.3 Personnel: Records 1930-1952 (1)
- 3.4 Personnel: Records: 1930-1952 (2)
- 3.5 Personnel: Record, Myra Fitch, 1945
- 3.6 Personnel: Records, Unknown, n.d.
- 3.7 Personnel: Retired & Resigned Employees, 1961
- 3.8 Personnel: T.B. tests, 1952

Closed

Series IV

Programs, Statistics and General Works

- 2.16 Admissions information: 1959, 1963.
- 2.14 General: Correspondence, n.d
- 2.15 General: Graduate List, 1945
- 2.16 General: Normal School founding documents, 1999
- 4.30 General Statistics, 1951
- 4.31 General Statistics, 1952
- 4.4 Programs: Address by Maro Brooks, 1920
- 4.5 Programs: Address by W. Carson Ryon, 1920
- 4.6 Programs: Apprenticeship/Student Teachers, 1945
- 4.1 Programs: Apprenticeship/Student Teaching, 1875
- 4.2 Programs: Apprenticeship/Student Teaching, 1897

4.3	Programs: Chemical Department formation, 1902
4.7	Programs: Nat. Geographic Society membership, 1905
4.28	Statistics: Enrollment, 1947
4.29	Statistics: Enrollment, 1967
4.32	Statistics: Salary, 1909
4.33	Statistics: Student earning data, 1909